

# Cascade County

## Job Vacancy Announcement

Position: Administrative Assistant	Closing Date: Open Until Filled
County Department: MT ExpoPark	Dept. Admin.: Susan Shannon
Type of Position: Full-Time	Salary: \$11.00 per hour Must join Teamsters Union
Applications available at Cascade County Human Resources Department, <a href="http://www.cascadecountymt.gov">www.cascadecountymt.gov</a> or Job Service. All application materials must be turned in to the Cascade County Human Resources Department and date stamped by 5:00 p.m. on the closing date.	

### POSITION DESCRIPTION

The Administrative Assistant performs receptionist/office support, which includes tasks such as answering and routing phone calls, typing correspondence, maintaining filing systems, maintaining databases, gathering and providing information, and activities to support office operations; acts as a paraprofessional to accounting and fiscal professionals by performing assigned accounting practices to assist with fundamental accounting and regular fiscal procedures; performs a wide variety of detailed technical accounting and performs other related duties as assigned.

### ESSENTIAL JOB DUTIES AND RESPONSIBILITIES

The Administrative Assistant screens visitors, telephone calls, faxes, mail and messages directed to office personnel; receives requests from the public for department-related information and provides such information or directs requests to other appropriate department or other county personnel; receives and handles complaints from the public; prepares correspondence, memoranda, reports, schedules and other time sensitive documents as requested by the public and office personnel; finalizes letters, narratives, memos, reports, and forms to produce accurate documents; responds to requests or questions regarding routine program operations to disseminate information and provide assistance to clients and the public; establishes and maintains computerized and manual filing systems by determining file-naming and organizational methods for data files; follows standard filing procedures for correspondence, forms, and other documents to ensure accurate storage and retrieval capabilities; reviews documents, forms, data; interprets and applies departmental or office rules, policies and regulations in accordance with prescribed procedures and guidelines; copies, packages and distributes a variety of written materials as requested by designated office personnel; attends meetings, conferences and workshops as requested and authorized; verifies and ensures accuracy of accounting source documents such as payroll time sheets, vendor invoices, receipts and warrants; follows established charts of accounts to ensure payment of bills and record keeping in compliance with supervisory direction; informs supervisors when budget exceptions occur or may occur; compiles transaction data from accounting reports as instructed; implements established accounts receivable/payable procedures to keep appropriate records of department transactions; assigns appropriate codes charging within department or other departments for services; codes payments to indirect cost accounting; distributes costs to various grants or programs according to developed allocation schedules; prepares and records bills and vouchers for collection; deposits cash; prepares and verifies deposits; reconciles vendor statements and handles calls or inquiries from vendors regarding payments; maintains a vendor file and submits requests for W-9's; enters requisitions into the county accounting system, monitors receipt/invoices of purchases, and processes payments to ensure an accurate account of fixed assets and inventory is maintained; makes entries to fixed asset system and completes necessary paper work to transfer or surplus items; participates with roaming accountant, supervisor or finance department in preparation or review of annual budget; assigns proper account codes to financial transactions and examines and checks accounts on a methodical basis and reconciles subsidiary ledgers to control ledgers.

**Knowledge and understanding of:** Business English including grammar, spelling, and punctuation; modern office equipment, practices, and procedures; department rules, procedures, and functions; safety rules, procedures and practices; techniques and methods used in reconciliation of accounts and auditing; automated accounting systems and/or appropriate accounting software; bookkeeping practices sufficient to record debits and credits; invoices, requisitions, and similar forms and documentation used in purchasing; accounting principles and procedures.

**Skills in:** Operating standard office equipment such as computer terminals; computer software applications, copy machines, and calculators.

**Ability to:** Type accurately; gather, compare, and summarize data from a variety of sources; communicate information clearly and concisely both orally and in writing; read and comprehend materials; establish and maintain effective working relationships with other employees and the general public; maintain confidentiality; interpret, apply and explain laws, rules and regulations; search for, select, and compile/summarize data and information; handle a variety of administrative support tasks under fixed time deadlines; respond promptly to requests for service and assistance from the public and various office personnel; write clearly and informatively; present numerical data effectively; deal with frequent change, delays or unexpected events; identify discrepancies or inaccuracies in data and make corrections; collect and organize accounting data, interpret its significance and prepare accurate reports.

## EDUCATION AND EXPERIENCE

**The above knowledge, skills and abilities are typically acquired through a combination of education and experience. At a minimum all applicants must have:** Associate's Degree in Accounting; **or** two (2) years of experience in accounting or bookkeeping; **or** two (2) years of clerical/secretarial experience; **or** any equivalent combination of experience and training. Applicant must possess a valid MT State Drivers License or be able to obtain one within 30 days of hire.

*The successful applicant shall serve a 6 month probationary period and must join the Teamsters Union. The successful applicant may have a criminal background check conducted. The results thereof may disqualify the applicant from consideration for employment with the county.*

**Notice to Applicants:** Applicants who are claiming Veteran's or Handicap Preference **must** provide a DD-214 Discharge Document (Part 4) or DPHHS Handicap Certification **and** Employment Preference Form with their application for employment so Cascade County may apply the preference during the selection process.

**Cascade County makes reasonable accommodations for any known disability that may interfere with the applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For Cascade County to consider such arrangements, the applicants must make known any needed accommodations.**

**CASCADE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**